

### CFP Timeline and To Do List

<b>July-August 2010</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> SDE 1.1 financial form for fourth quarter ending June 30 due July 15<sup>th</sup>.</li> <li><input type="checkbox"/> Applications submitted after July 1st spending authority begins on the date of submission assuming it is substantially approvable.</li> <li><input type="checkbox"/> Complete required revisions to initial application as necessary.</li> </ul>
<b>August-October 2010</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Amendments are available once the initial application is awarded, requests made to Ed Haggett, Grants Manager.</li> <li><input type="checkbox"/> Review the CFP Monitoring Document and plan for monitoring if being visited.</li> <li><input type="checkbox"/> Submit intent-to-transfer-funds requests to the department via email to Ed Haggett at least 30 days prior to making a transfer.</li> <li><input type="checkbox"/> SDE 1.1 financial for 1<sup>st</sup> quarter available in G3 9/15/10-10/10/10 for CFP and 9/15/10 – 10/05/10 for ARRA.</li> <li><input type="checkbox"/> SDE 1.1 financial final for FY10 due 9/30/10 (Not in G3 until FY12).</li> <li><input type="checkbox"/> Determine if all teachers of “core subjects” are HQT for their current assignments, and send not-HQT letters to parents where necessary.</li> <li><input type="checkbox"/> Publicize parents’ “right-to-request” information on the qualifications of their child’s teachers.</li> <li><input type="checkbox"/> Ensure that there all individuals teaching “core subjects” whose positions are funded with Title I (all “core subject” positions in schoolwide programs) or CSR funds are HQT for those assignments. Remove or reassign those who are not.</li> </ul>
<b>November-December 2010</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit intent-to-transfer-funds requests to the department via email to Ed Haggett at least 30 days prior to making a transfer.</li> </ul>
<b>January-March 2011</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Outreach to, and consultation with, independent schools.</li> <li><input type="checkbox"/> Needs Assessment and Planning for the CFP FY '12 application (on-going): <ul style="list-style-type: none"> <li>• Gather data from participating schools, including independent schools. Items to have on hand are assessment results, student or parental surveys, local action plans, LEA goals, schoolwide plans, technology plans and other pertinent data.</li> <li>• Establish an evaluation plan</li> <li>• Identify the members of your Consolidated Federal Programs Team and engage in systematic consultation as required by NCLBA. Members should include teachers, administrators, parents and independent school representatives and, if desired, representatives of other groups within the school or community.</li> <li>• Draft a Title I Targeting and Ranking Data Sheet (using an estimated allocation).</li> <li>• Discuss the implications of reserving 20 percent of your Title I allocation for school choice and supplemental services, if you have one or more identified schools.</li> <li>• Determine if teachers on HQT plans are progressing as required.</li> </ul> </li> </ul>

<p><b>January- March 2011</b> continued</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Update current schoolwide plans.</li> <li><input type="checkbox"/> Submit intent-to-transfer-funds requests to the department via email to Ed Haggett at least 30 days prior to making a transfer.</li> <li><input type="checkbox"/> SDE 1.1 financial for 2<sup>nd</sup> quarter available in G3 12/15/10 – 1/10/11 for CFP and 12/15/10 -1/5/11 for ARRA.</li> <li><input type="checkbox"/> SDE 1.1 financial for 3rd quarter available in G3 3/15/11 – 4/10/11 for CFP and 3/15/11 -4/5/11 for ARRA.</li> <li><input type="checkbox"/> Assess that spending is going according to plan.</li> <li><input type="checkbox"/> Review not-HQT data reports from the state and publish required educator qualification data</li> <li><input type="checkbox"/> Complete Educator Census.</li> </ul>
<p><b>April 2011</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Draft an investment plan following the format in G3 application.</li> <li><input type="checkbox"/> Complete evaluation of CFP investments.</li> <li><input type="checkbox"/> TBA - final submission date for current year (SY10-11) amendment requests.</li> <li><input type="checkbox"/> April 1 - final date for submission of next year (SY10-11) ed-flex waiver requests.</li> <li><input type="checkbox"/> Complete Educator Census error reports.</li> </ul>
<p><b>May- June 2011</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Title IV Part A deadline for Combined Incident Reporting Software (CIRS) due.</li> <li><input type="checkbox"/> Title I end of year participation report and homeless education report due.</li> <li><input type="checkbox"/> Submit the CFP application in G3 on or before June 30 in order to have spending authority by July 1<sup>st</sup>.</li> <li><input type="checkbox"/> SDE 1.1 financial for 4<sup>th</sup> quarter available in G3 6/15/11 -7/15/11 for CFP and 6/15/11 – 7/5/11 for ARRA.</li> <li><input type="checkbox"/> SDE 1.1 financial FINAL available in G3 6/25/11 – 9/30/11 for CFP.</li> <li><input type="checkbox"/> <b>CFP Annual Training – To be announced (May).</b></li> </ul>